

# ASSIGNMENT 2

Textbook Assignment: "Correspondence/Message System," chapter 3, pages 3-1 through 3-23; "Processing Correspondence Messages," chapter 4, pages 4-1 through 4-6; and "Correspondence/Message Files and Disposal," chapter 5, pages 5-1 through 5-10.

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- 2-1. How many types of naval correspondence are there?
1. Five
  2. Six
  3. Three
  4. Four
- 2-2. Copies to each "Via" addressee and "Copy to" addressee can be prepared as an original document to keep cost down on paper supplies.
1. True
  2. False
- 2-3. Except for the top of letterhead paper and the bottom of the last page, what size margin is required at the top, bottom, and sides of a naval letter?
1. 1 inch
  2. ½ inch
  3. ¾ inch
  4. 1 ½ inch
- 2-4. You are preparing a standard Navy letter and "In reply refer to" is not printed on the letterhead. In what position should the sender's symbols start?
1. First line below letterhead, 1 inch from the right edge
  2. First line below letterhead, ½ inch from the right edge
  3. Second line below letterhead, 2 inches from the right edge
  4. Second line below letterhead, 2½ inches from the right edge
- 2-5. In which of the following circumstances is it mandatory that a naval letter be serialized?
1. When the letter is addressed outside the command
  2. When the letter is addressed inside the command
  3. When the letter contains adverse material
  4. When the letter contains classified material
- 2-6. On what day should a standard naval letter be dated?
1. Day the letter is prepared in the rough
  2. Day the letter is prepared in the smooth
  3. Day the letter is submitted for signature
  4. Day the letter is signed
- 2-7. In what position on a standard letter should a special postal service designation be typed or stamped?
1. Right margin on the first line below the date
  2. Right margin on the second line below the date
  3. Left margin on the first line below the date
  4. Left margin on the second line below the date

- 2-8. If a standard letter has two "Via" addressees, which of the following number or letter sequences is correct?
1. (a) (b)
  2. (1) (2)
  3. a. b.
  4. 1. 2.
- 2-9. Usually, the subject line of a letter is about how many words?
1. 10 words or less
  2. 10 words or more
  3. 15 words or less
  4. 15 words or more
- 2-10. Of the following letter configurations, which one is the correct way to identify a reference in the reference line of a standard letter?
1. (A)
  2. (a)
  3. A
  4. a
- 2-11. When an enclosure to a letter is being sent under separate cover, how should it be identified in the enclosure line of the letter?
1. SC
  2. S.C.
  3. (SC)
  4. (sep cover)
- 2-12. The signature page of a letter must contain at least how many lines of text?
1. One
  2. Two
  3. Three
  4. Four
- 2-13. What is the proper placement of the signature information on a standard naval letter?
1. At the center of the page, two lines below the last line of text
  2. At the center of the page, four lines below the last line of text
  3. Ending flush with the right margin, two lines below the last line of text
  4. Ending flush with the left margin, four lines below the last line of text
- 2-14. The page number of a standard letter should be centered at the top of the page ½ inch from the top edge.
1. True
  2. False
- 2-15. What type of stationery is used for the first page of a joint letter?
1. Letterhead of the senior originating command
  2. Plain bond
  3. Letterhead of the activity having the greatest interest in the subject
  4. White manifold
- 2-16. Where are the words JOINT LETTER typed?
1. One line above the SSIC information, left margin
  2. One line above the SSIC information, centered
  3. One line below the date
  4. Two lines below the date

- 2-17. When a multiple-address letter is mailed, photocopies of the letterhead copy with signature are authorized.
1. True
  2. False
- 2-18. Same-page endorsements are appropriate in which of the following conditions?
1. A minimum of three lines of endorsement text must appear on the signature page of the basic letter
  2. The basic correspondence and the endorsement must bear the same security classification
  3. The endorsement comments are brief and few or no record copies are required
  4. The originator has requested a reply within 3 working days
- 2-19. What type of paper should be used for a new-page endorsement?
1. Letterhead
  2. Plain bond
  3. White tissue
  4. Yellow tissue
- 2-20. A third "Via" addressee's endorsement should be identified in which of the following ways?
1. ENDORSEMENT THREE
  2. THIRD ENDORSEMENT
  3. ENDORSEMENT (3)
  4. ENDORSEMENT (C)
- 2-21. The basic letter contains three references. You are preparing a first endorsement that contains a reference not mentioned in the basic letter. How should you identify the new reference?
1. (a)
  2. (d)
  3. (1)
  4. (4)
- 2-22. There are four different formats used for memorandums.
1. True
  2. False
- 2-23. Of the following types of memoranda, which one is the most formal?
1. Printed memorandum form
  2. Plain-paper memorandum
  3. Letterhead memorandum
  4. Memorandum for
- 2-24. On a business letter, the address should always be placed on the second line below the date.
1. True
  2. False
- 2-25. In a business letter, which of the following complimentary closings should be used?
1. Sincerely
  2. Yours truly
  3. Truly yours
  4. Sincerely yours
- 2-26. The signature block on a business letter should start how many lines below the complimentary close?
1. Five
  2. Six
  3. Three
  4. Four
- 2-27. In a naval message, which of the following examples is the correct format for a date-time group?
1. 01FEB28 1030Z
  2. 28FEB01 1030Z
  3. 281030Z FEB 01
  4. 1030Z 28FEB01

- 2-28. A ROUTINE naval message should be processed within a maximum of how many hours?
1. 5
  2. 6
  3. 3
  4. 4
- 2-29. A PRIORITY message should be processed within a maximum of how many hours?
1. 5
  2. 6
  3. 3
  4. 4
- 2-30. An IMMEDIATE message should be processed within a maximum of how many minutes?
1. 10
  2. 20
  3. 30
  4. 40
- 2-31. A FLASH message is processed as fast as possible with an objective of less than how many minutes?
1. 10
  2. 15
  3. 20
  4. 25
- 2-32. Of the following special-handling markings, which one is NOT commonly found on a naval message?
1. SPECAT
  2. LIMDIS
  3. PASS To
  4. PERSONAL FOR
- 2-33. Special delivery instructions should follow which of the following elements of a naval message?
1. TO
  2. FROM
  3. SUBJ
  4. SSIC
- 2-34. For clarity, textual material in a message may be indented a maximum of how many spaces?
1. 10
  2. 15
  3. 20
  4. 25
- 2-35. The authorized message addresses of the various components of the Department of Defense are located in (a) what publication and (b) are updated how many times a year?
1. (a) SNDL, encl (1)  
(b) once
  2. (a) SNDL, encl (2)  
(b) twice
  3. (a) MAD  
(b) three times
  4. (a) MAD  
(b) four times
- 2-36. Who is presumed to be the originator of a naval message?
1. Commanding officer
  2. Administrative officer
  3. Executive officer
  4. Public affairs officer
- 2-37. Of the following individuals, which one actually composes the naval message?
1. Signer
  2. Drafter
  3. Releaser
  4. Originator

- 2-38. When a naval message is prepared, what individual makes sure the drafter has met the requirements of NTP-3?
1. Signer
  2. Drafter
  3. Releaser
  4. Originator
- 2-39. Official mail, when sent through the postal system, is transmitted in an envelope that is metered or bears USPS stamps.
1. True
  2. False
- 2-40. When you type the address on envelopes, you should always make sure you double-space.
1. True
  2. False
- 2-41. Where should the address be positioned on an envelope?
1. Centered up and down, 2 inches from the left edge
  2. Centered up and down, 2 inches from the right edge
  3. One-third the length of the envelope from the left side, and halfway down from the top
  4. One-third the length of the envelope from the right side, and halfway down from the top
- 2-42. When you type an address on an envelope, what is the maximum number of spaces you may leave between the last letter of the state and the first digit of the ZIP Code?
1. Seven
  2. Six
  3. Five
  4. Four
- 2-43. To have a continuous chain of receipts for a letter you are mailing, what class/type of mail service should you use?
1. First class
  2. Registered
  3. Certified
  4. Express
- 2-44. If you are assigned to the Captain's office, you will be handling all the official mail for the ship.
1. True
  2. False
- 2-45. As mail Yeoman, you open an envelope addressed to your ship. Inside you find an inner envelope marked SECRET. What should you do with the inner envelope?
1. Open it and log it in the classified mail log
  2. Deliver it unopened to the executive officer
  3. Deliver it unopened to the security manager
  4. Deliver it unopened to the commanding officer
- 2-46. Action correspondence may be tracked by correspondence control slips.
1. True
  2. False
- 2-47. After the required blocks on a correspondence control slip are filled in you should then pass it to whom?
1. Mail Yeoman
  2. Office supervisor
  3. Executive officer
  4. Postal clerk

- 2-48. What is the purpose of the second sorting of incoming official mail?
1. To separate congressional mail from priority mail
  2. To separate routine mail from nonroutine mail
  3. To determine who is receiving official mail
  4. To facilitate logging of all incoming mail
- 2-49. A mail control form may be used for which of the following additional purposes?
1. As a mail log
  2. As a follow-up record
  3. As a cross-reference sheet
  4. Each of the above
- 2-50. When a number of letters are addressed to the same activity, they should be sent in the same envelope.
1. True
  2. False
- 2-51. What is the quickest form of formal written communications in the Navy?
1. E-mail
  2. Message
  3. Memorandum
  4. Naval letter
- 2-52. In regard to centralized and decentralized files, you would most likely keep what type (a) on a destroyer and (b) at a large shore command?
1. (a) Centralized  
(b) decentralized
  2. (a) Decentralized  
(b) centralized
  3. (a) Centralized  
(b) centralized
  4. (a) Decentralized  
(b) decentralized
- 2-53. Control and responsibility for filing systems are assigned to one or two YNs.
1. True
  2. False
- 2-54. In decentralized filing systems, should uniform filing practices be followed? If so, who is responsible?
1. Yes; the office supervisor
  2. Yes; the YN who opens the mail
  3. Yes; the division leading chief
  4. No
- 2-55. Of the following size documents, which one does NOT require a specialized file cabinet?
1. 8½ x 11
  2. 10½ x 13
  3. 11 x 14
  4. 12 x 14
- 2-56. Standard file folders are available in a total of how many sizes?
1. One
  2. Two
  3. Three
  4. Four
- 2-57. Of the following types of folders, which one spaces the labels across the drawer so that a label will not be hidden by the folder in front of it?
1. One cut
  2. Straight cut
  3. One-third cut
  4. Two-thirds cut

- 2-58. A Navy letter carries a subject identification number of 8510. What is the major subject group of this letter?
1. Logistics
  2. General material
  3. Ordnance material
  4. Operations and readiness
- 2-59. Of the following subject identification codes, which one pertains to civilian personnel?
1. 5000
  2. 8000
  3. 10000
  4. 12000
- 2-60. A document should be cross-referenced under which of the following circumstances?
1. When it contains more than one subject
  2. When two or more subject codes are used within the document
  3. When enclosures are separated from the basic correspondence
  4. Each of the above
- 2-61. If a document is to be removed from a file, it must be accounted for, and the identity of the person holding it must be recorded.
1. True
  2. False
- 2-62. On a chargeout record, you should show which of the following information?
1. Identification of the material removed
  2. Name and location of the person borrowing the material
  3. Date that the material was removed
  4. All of the above
- 2-63. When files are not efficiently managed, it can result in lost time and reduced effectiveness.
1. True
  2. False
- 2-64. Messages are filed in which of the following ways?
1. By SSIC
  2. By subject
  3. By originator
  4. Numerically in DTG order
- 2-65. Messages are usually destroyed how many days after the release date?
1. 30
  2. 45
  3. 60
  4. 90
- 2-66. Because of their importance, what authority governs the disposition of your files?
1. Congress
  2. Secretary of Defense
  3. Secretary of the Navy
  4. Chief of Naval Operations
- 2-67. Instructions that schedule the destruction of Navy records are issued by whom?
1. Secretary of Defense
  2. Secretary of the Navy
  3. Chief of Naval Operations
  4. Commander, Naval Personnel Command
- 2-68. What term identifies all written material, documents, publications, charts, and messages addressed to or sent from a command?
1. Official record
  2. Official journal
  3. Official register
  4. Official correspondence

2-69. What authority governs the general procedures pertaining to disposal of federal government records?

1. Congress
2. National Archives
3. Secretary of the Navy
4. General Services Administration

2-70. What article of Navy Regulations prohibits withdrawal or destruction of official records without proper authority?

1. 1126
2. 1127
3. 1128
4. 1129

2-71. While at sea, unclassified and classified records should be destroyed by burning.

1. True
2. False

2-72. What form is used to forward retention material to a federal records center?

1. Chargeout record
2. Transmittal sheet
3. Cross-reference sheet
4. Records transmittal and receipt